



FLETCHER ACADEMY

A Ministry of FAI

Overview of Role

<u>Position:</u>	Administrative Assistant & Volunteer Program Coordinator	<u>Department:</u>	Development & Alumni Relations
<u>Class:</u>	Part-Time	<u>Wage:</u>	DOE
<u>Status:</u>	Hourly Non-Exempt	<u>Reports to:</u>	Director of Development
<u>Notes:</u>		<u>Revised:</u>	03/03/2021

Our Mission:

We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

Why:

- The ministries of Fletcher Academy, Inc. are generously supported by a dedicated base of alumni, constituents, employees, and donors who give selflessly of their time and financial resources. The Development office seeks to engage each donor to support many strategic initiatives underway, including 1) the building of a culture of philanthropy, 2) encouraging employee giving to support the “community on a mission” ideal, 3) to bolster mission and evangelism efforts, 4) building support for the farm and gardens integration with campus, and 5) to establish a sustainable, vibrant volunteer progra.
- The Development and the Human Resources offices will require administrative assistance in accomplishing their work in support of the strategic initiatives above, leveraging the capabilities of these two departments.

How:

- **This role serves** as the front-line representative for the Development and Alumni Relations offices, showing courtesy, warmth, and professionalism.
- **Cares** for each person they meet by showing respect, appreciation, and kindness.
- **Identifies and engages** volunteers, coordinating the front-end of the Ambassadors volunteer program, recruiting and communicating with volunteers and supervisors, identifying and connecting volunteers with opportunities for them to serve.
- **Tracks and reports** volunteer hours and positions served for analysis, review, and recognition.
- **Supports** the CEO and Director of Development & Alumni relations with administrative tasks.
- **Creates** and maintains accurate records via a donor database, sending acknowledgements to recognize donors and thank them for their gifts.
- **Provides** support during Fletcher Academy Alumni & Development special events.
- **Leads** as primary docent of Fletcher Academy's Heritage Hall, helping to preserve our history by caring for documents, artifacts, etc. and helping to create engaging dynamic and static displays.
- **Assists** the President / CEO in special projects which may include the development, incubation, and operational supervision of various revenue-generating student work-study program business opportunities as requested.
- **Actively leads by example**, training, coaching, and mentoring student workers in the department.

What (Qualifications):

- High school diploma or GED, some college preferred, administrative background a strong plus.
- Strong delivery of consistently bright, friendly, and professional interactions and experiences.
- A working knowledge of desktop and mobile systems and a Cisco multi-line phone system.
- Must be able to read, write, and speak English fluently. Bi-lingual a plus, but not required.
- Experience with coordinating volunteers would be a strong plus.
- A broad familiarity with Fletcher Academy, Inc.'s organizational history and operations, its constituency/donors/supporters/parents/alumni, and local community connections (including Seventh-day Adventist constituent churches / faith-based community) would be highly desirable.
- Must have a sincerely expressed desire to serve Christ, demonstrated by living and promoting the values thereof, and a willingness to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

Who:

- Reports to the Director of Development and Alumni Relations

Expectations:

- The mission drives everything we do; students and patrons are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.

- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members.